

DEVELOPMENT SERVICES – PLANNING

Planning Application Form / Checklist



REQUIRED ITEMS	Application Request													
	Historic Pres.	Zoning	PAD	Subdivision/ Condo	General Plan	Development Plan Review						Use Permit	Var	Other
						New Dev	Bldg Add	Ext modif.	Bldg Color	Lndsp	SIGN			
Project Submittal Form	1	1	1	1	1	1	1	1	1	1	1	1	1	
Property Owner Info / Authorization	1	1	1	1	1	1	1	1	1	1	1	1	1	
Letter of Explanation	1	1	1	1	30	1	1	1	1	1	1	1	1	
Neighborhood Meeting Requirement	1	1	1		1								1	
Ownership Map, List, Labels	1	1	1		1							1	1	
Affidavit of Public Notification	1	1	1		1							1	1	
Subdivision / Condo Plat														
24"x36"				8										
11"x17"				1										
8.5"x11"				1										
Site Plan														
24"x36"		10	10			2	2	2	2	2		*	2	
11"x17"		1	1											
8.5"x11"	1	1	1			1	1	1	1	1	1	1	1	
Building Elevations														
24"x36"			2			2	2	2	2					
11"x17"			1											
8.5"x11"			1			1	1	1	1					
Building Elevations (Colored)														
24"x36"						1	1	1						
11"x17"						12								
8.5"x11"						1	1	1	1					
Building Sections														
24"x36"						1	1							
11"x17"														
8.5"x11"						1	1							
Floor Plans														
24"x36"			2			2	2							
11"x17"			1											
8.5"x11"			1			1	1					1		
Landscape Plan														
24"x36"			2			2				2				
11"x17"			1											
8.5"x11"			1			1				1				
Preliminary Grading & Drainage														
24"x36"			2			2				2				
11"x17"			1											
8.5"x11"			1			1				1				
Sign Drawings											2			
Material Sample Board 8.5"x14"x1"						1								
General Plan Map 8.5"x11"					30									
Graphics/Photographs	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Other:														

REQUIRED SIGNATURE(S)

I, _____, agree that all items required for formal submittal as noted above have been submitted and is complete. If the submittal is incomplete in any respect, I understand there will be a delay in processing.

Applicant Signature

Date

OFFICE USE ONLY

☐ New PL-PROJ ☐ Existing PL _____